



CITY OF CANBY

JOB ANNOUNCEMENT

Associate Planner Development Services

Full Time / Non-Exempt / AFSCME Represented

Salary: \$60,576 - \$78,120 / annual salary, plus City paid PERS and benefits

Opens: July 25, 2018

Closes: August 15, 2018 at 5:00 PM

Apply to: Human Resource Department
City of Canby
PO Box 930
Canby, OR 97013
(503) 266-0699 fax
zeibera@canbyoregon.gov

SUMMARY AND REQUIREMENTS: Perform general professional planning work in development review, zoning administration, and other land use planning functions. Prepare and make reports and presentations. Draft policies and ordinances as necessary. Work with outside entities and respond to staff and public questions. Provide excellent customer service. Respond to inquiries from the general public regarding rules and procedures for land use, land development and zoning, and general City development policies and procedures. This position will be primarily responsible for assisting with code questions and customer consultations at the front counter. Equivalent to a Bachelor's degree in planning, geography, architecture, urban studies, or related field; and two years of professional planning experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. *(Refer to full Job Description for additional information and requirements.)*

APPLICATION MATERIALS: A completed and signed City application, resume and cover letter must be received by the Human Resource Department for the application to be complete. Electronic copies are accepted with a signature. Application materials can be picked up at Canby Civic Offices 222 NE 2nd Ave., Canby OR 97013, downloaded from www.canbyoregon.gov, or requested by mail by calling Human Resources at (503) 266-0635.

SELECTION PROCESS: Application materials will be used to select finalists. Candidates selected for further consideration will be invited to an oral interview. Prior to hiring, the successful candidate may be subject to a pre-employment background investigation, including a criminal check and reference checking.

NOTIFICATION: Applicants who were not selected will be notified once the position has been filled.

EQUAL OPPORTUNITY EMPLOYER: The City of Canby is an Equal Opportunity Employer dedicated to a policy of non-discrimination in employment on the basis of race, color, religion, sex, national origin, age, or physical disability. The City of Canby provides access, equal opportunity and reasonable accommodation in its services, programs, activities, education and employment for individuals with disabilities. To request disability accommodation, contact the Human Resource Department at (503) 266-0635.